



WEARE BOARD OF SELECTMEN MEETING MINUTES

July 6, 2004

*****DRAFT*****

PRESENT: LAURA PETRAIN, CHAIRMAN; THOMAS REYNOLDS JR., SELECTMAN; DOUGLAS R. COOK, SELECTMAN; HELEEN KURK, SELECTMAN; LEON METHOT, CO-CHAIRMAN.

ADMINISTRATIVE COORDINATOR: ROBERT CHRISTENSEN

RECORDING SECRETARY: SHERRY BUTT DUNHAM

GUESTS: No sign-in sheet circulated

Ms. Elayne Pierson, Weare Finance Administrator, stated she wanted to introduce a Primex representative and a Harvard Pilgrim Health Care Insurance Company representative to the board prior to the live broadcast. She introduced Mr. Rod Penny, from Primex and Mr. John Edwards, from Harvard Pilgrim Health Care—the board welcomed them to the meeting.

Following Ms. Pierson's introductions, Chairman Petrain opened the Selectmen's Meeting, held at the Town Office Building, at 6:02 p.m. with the Pledge of Allegiance.

1. INSURANCE DISCUSSION 6:03 P.M.

Chairman Petrain yielded the floor to Finance Administrator, Elyane Pierson who possessed quotes from Primex, Health Trust and Anthem Insurance providers. She noted that many employees did not wish to complete the health history questionnaire for one of the insurance providers due to privacy concerns.

The board inquired whether Health Trust is actually Anthem? Ms. Pierson said, yes, it's just another plan. Enrollment / Membership fee a concern said the board.

Chairman Petrain yielded the floor to Rod Penny who reviewed the history of the Primex organization and its affiliation with the Harvard Pilgrim Health Care Insurance Company. So far Primex has 35,000 subscribers in the Harvard Pilgrim Health Care plan—the City of Concord and several other municipalities have switched to Harvard Pilgrim through the Primex Company, he said.

Mr. Penny yielded the floor to John Edwards of Harvard Pilgrim Health Care. Mr. Edwards distributed policy literature to the board for review. Ms. Pierson and the board of selectmen had copies of several insurance estimates, including the literature distributed by Mr. Edwards. Ms. Pierson referred to the estimates and Harvard Pilgrim Health Care literature in conversation with the board of selectmen. They discussed cost comparisons among each plan: coverage versus premiums and premiums versus co-pays.

*The recording secretary did not have copies of the estimates, names of the insurance providers or plans being compared by the board. Without a breakdown of individual attributes of each plan, the recording secretary was unable to put the board's conversation regarding the strengths and weaknesses of each plan into proper context.

Mr. Penny said Harvard's network in this part of the state is very strong, many NH based doctors and hospitals are participating members. He said Harvard also provides a network of doctors and hospitals in Boston and Maine. However, participating medical providers are lacking north of the Lakes Region, said Mr. Edwards. Mr. Penny said Harvard Pilgrim has assured Primex that their membership with medical providers in NH will continue to expand over time. Dartmouth Hitchcock Medical Center is a membership hospital and is the northern most participant in the state, he said.

Mr. Penny said Harvard Pilgrim through Primex offers subscribers zero co-pay when the purchase generic drugs. He noted this is offered in an effort to encourage people to purchase the lesser expensive pharmaceuticals. He noted it's a cost saving measure for the insurance provider and the consumer. Ms. Pierson said she heard Primex does not cover Chiropractor visits—Mr. Edwards showed the board where Harvard Pilgrim literature states it does cover a certain number of chiropractor visits. Chiropractor visits require \$10.00 co-pay.

Mr. Edwards defined and described Harvard Pilgrim's 3-tier prescription drug plan which range from a zero co-pay to a \$20.00 co-pay depending on whether you purchase generic or brand name medications.

According to Mr. Edwards, Harvard Pilgrim does have a short list of prescription medication they require pre-authorization prior to covering the cost. He said their company does require pre-authorization and quantity limitations on certain medications to keep costs reasonable. To date there are 13-brand name prescription drugs that Harvard Pilgrim requires doctors to call for pre-authorization. Without pre-authorization, Harvard Pilgrim will not pay for the medication a doctor prescribes.

Chairman Petrain asked Mr. Edwards about the number of NH doctors who are membership providers? Mr. Edwards said the number of NH providers will increase and is only a problem north of the Lakes Region.

Selectman Kurk asked how difficult it is for Harvard Pilgrim subscribers to switch primary care physicians? Mr. Edwards said, as far as the insurance provider is concerned, it isn't a problem at all—subscribers could switch everyday. However, Mr. Edwards cautioned that not all doctors on their participating membership list accept new patients.

Selectman Kurk asked Mr. Christensen about employee concerns? Mr. Christensen said most employees are concerned about the premium cost—an 80-20 percent split with the town. Chairman Petrain said she received many e-mails over the weekend regarding this topic as well.

Co-chairman Methot asked if Harvard Pilgrim intends to match the town's present policy? That is the indent, said Mr. Penny. Mr. Edwards and Mr. Penny departed at 6:40 p.m.

ANTHEM—Chairman Petrain read from insurance quotes provided to them by the administrative coordinator and or the finance administrator. They discussed the strengths and weaknesses of several different options outlined on the estimates in front of them. Ms. Pierson questioned the accuracy of one of the quotes because she wasn't sure if this particular health care provider had access to information requested on their employee health questionnaires. She reiterated that many employees declined to complete the health history questionnaire are because it required the disclosure of personal medical information.

Selectman Kurk discussed price comparisons prepared by Ms. Pierson. One plan reflects a 33% increase, said Pierson. However another plan would save the town \$1,700, and yet another will save the town nearly \$13,000.

Chairman Petrain asked how much of an increase was budgeted for insurance premiums? Ms. Pierson said the town budgeted another 15% to cover an increase in insurance cost this year. The board noted however, that many of the plans before them tonight exceeds a 15% increase.

The board asked Ms. Pierson to provide a breakdown on how many town employees currently have the more expensive family health plan, the moderately priced two-person plan and the less expensive single person health plan.

Ms. Pierson answered the board's question and provided a breakdown as requested. Her response was inaudible and not recorded in the public record.

Co-chairman Methot wanted to know if any of these companies are willing to sign a non-increase 3-year contract with the Town of Weare? Ms. Pierson did not know—it wasn't a question posed to those companies who provided estimates to the town, she noted.

Selectman Kurk recommended researching the reliability of the other two companies who submit bids and make cost comparisons. The names of those two companies were not entered into the public record.

Chairman Petrain said the increase in insurance costs is approximately 17%, however the town budgeted for a 15% increase this year.

Selectman Kurk asked why Health Trust Anthem is so much higher than the other Anthem? The town would have to belong to the NHMA—then the town would save approximately \$13,000 on an annual basis, said Ms. Pierson.

NHMA dues are \$4,900 and the board is leaning on going with their insurance plan—Health Trust, however the town would have to become a member of the NHMA. One of the key factors in being eligible for this plan is the town has to have 75% of their employees enrolled.

Selectman Kurk made a motion that the town use NHMA's Health Trust insurance for municipal employees and the board join NHMA Local Governance Center, Selectman Reynolds seconded the motion—motion carries unanimously.

The board will make the switch before August so they don't have to pay for both health insurance plans.

AMBULANCE LEASE / PURCHASE—Fire Chief Richards addressed the board with a new wrinkle in the second ambulance purchase. Weare's new ambulance is not on the build list at this time, he said. He is not sure when the town's new ambulance will appear on the build schedule. Chief Richards told the board he has the opportunity to obtain a 2003-vehicle chassis so the company could start construction on the ambulance, but the contract, signed by the board, specifies a 2005 chassis. The lease company is all set with the difference, said Ms. Pierson, but Chief Richards needs the board's approval to make a change to the agreement.

Selectman Kurk asked how the ambulance is new if it has a 2003 chassis as opposed to a 2005 chassis?

Mr. Ed Becker from the ambulance manufacturing company explained how the ambulance can be considered new if its two-years behind design schedule. He said someone who ordered an ambulance a couple of years ago cancelled their order and he is offering this chassis to the Weare Fire Department. All they have is a chassis

sitting in storage awaiting construction. They will build the ambulance for Weare, per specification and deliver the new ambulance within four months, said Mr. Becker. Selectman Reynolds and Co-chairman Methot are okay with this change. Mr. Becker asked for a motion so his company might move forward.

Co-chairman Methot made a motion to approve a change order from Chief Richards to the manufacturing company, seconded by Selectman Reynolds—motion carried unanimously.

Chief Richards said he will not accept a loaner vehicle at this time because the new one will be available in four months.

SNHPC—the planning board recommended the following persons be appointed to the SNHPC for a term of one-year: Mr. Tim Galvin and Mr. Paul Morin. Co-chairman Methot made a motion to approve the planning board's recommendations for the SNHPC, Chairman Petrain seconded the motion—motion carries unanimously.

STONE WALL WAIVER—Co-chairman Methot made a motion to allow a Simone Duhamel to remove 20-feet of a stone wall due to sight distance issues, seconded by Chairman Petrain—motion carries unanimously.

DEEDING COMPLETE—the board approved to have the assessing department prepare the proper final deeds for the land swap between the town of Weare and the Weare School District in the matter of land exchanged with Center Woods Elementary School.

POND VIEW ROAD—the board will forward the right-of-way issue to Mr. Carl Knapp, the DPW Director. The owner has a batch of questions for the town. Following review by Mr. Knapp, the right-of-way question will go on next year's ballot, indicated the board.

BOISVERT CONSTRUCTION—the board discussed a letter from Mr. Donald Boisvert explaining why he is excavating his property across from Lanctot's Plaza. He told the board he is in the process of developing this property for commercial use. He will appear before the planning board in the coming months. Selectman Kurk expressed her gratitude to Mr. Boisvert for explaining the excavation operation underway on his property.

NAME THAT BUILDING—Chairman Petrain said a resident who read the minutes from the last meeting contacted her with a concern about the name of the Safety Complex. Selectman Doug Cook referred to the name of the building as the Weare Police & Fire Safety Complex at the last meeting. The resident doesn't want the building named the Weare Police & Fire Safety Complex—the resident wanted to know when the board voted to accept that name? Chairman Petrain asked fellow

board members when they voted to change the name of that building? The board could not recall taking a vote on an official name, but agreed it has always been referred to as the Safety Complex or the Weare Safety Complex. Chairman Petrain noted that if the board approved of the name Selectman Cook discussed at the last meeting, that it should be switched to Weare Fire & Police Safety Complex because alphabetically, "F" comes before "P". Co-chair Methot and Selectman Reynolds chuckled at the suggestion. Chairman Petrain reminded the board that a citizen's suggestion is no laughing matter. The board decided to stick with a name everyone is comfortable with—Weare Safety Complex.

Selectman Kurk made a motion to name the building the Weare Safety Complex, seconded by Chairman Petrain—motion carries unanimously.

The chair asked Mr. Christensen to check on the wording of the sign and whether or not a sign is on order.

Chairman Petrain and Selectman Kurk noted the minutes were not incorrectly recorded and told the recording secretary a change is not necessary.

WIRING FOR CABLE HOLES TO PATCH—Chairman Petrain said Mr. Bohlin found some holes in the walls and ceilings and need repairing. She asked Mr. Christensen about money remaining in building & maintenance fund. Christensen said it's down. Chairman Petrain said Hillsborough County Corrections Prisoners are coming to Weare next week to work around the town. She wants Mr. Christensen to ensure the prisoners assist Mr. Bohlin with cable wiring and hole patching. Mr. Christensen noted that the six prisoners will help other departments as well and that their time is stretched pretty thin. Chairman Petrain and Selectman Kurk explained the importance of having free labor make necessary repairs and upgrades to the town office—a perfect opportunity to make necessary repairs at no cost to the town. The board gave Mr. Christensen the okay to fix the holes in the town office walls and ceiling.

Mr. Christensen said he isn't sure how much time the prisoners will have to assist Mr. Bohlin—he asked the Chair if he can call Mr. Malcolm Wright to finish the job Mr. Bohlin and the prisoners begin? The board indicated they would rather utilize free labor for this purpose. Mr. Christensen said he has a full agenda for the prisoners. Mr. Bohlin said the cable wiring task will only take two-hours to complete.

STONE WALL DISCUSSION—Selectman Kurk wants to have the DPW director into a meeting to discuss the problem of stone wall removal or burial. She got an e-mail from a concerned resident. This person said many stone walls along the side of the road are being disturbed, moved, knocked down or destroyed by the DWP. The person who wrote said it was a town employee who knocked down or disturbed one or more stone walls—Kurk said the e-mail sighted some specific instances.

Chairman Petrain asked that Mr. Knapp be forwarded a copy of the e-mail complaint / message so that he is prepared to answer questions about the specific locations denoted. Chairman Petrain wants the board to have a generic discussion with him on August 2, 2004 regarding stone wall disruptions.

GRANT PROCUREMENT—Selectman Kurk brought up the Citizen Corp. federal grant application and noted that Weare's name was not on the list of recipients. She wanted to know why Weare has not applied for the federal grant as requested by the board some time ago? Mr. Christensen said he spoke to Police Chief Myles Rigney about the Citizen Corp federal grant application and told him the board wants the application completed. Mr. Christensen said he offered to complete the grant himself for the town and the chief; but Chief Rigney told him he will take care of that grant application because he is the emergency management director. Selectman Kurk asked Mr. Christensen to please talk with Chief Rigney again and check on the grant application process. She asked Mr. Christensen if he prefers she speak to Chief Rigney about this matter? No, Mr. Christensen assured her he would remind Chief Rigney to apply for the Citizen Corp grant.

HEALTH OFFICER—Chairman Petrain said she does not have time to assume welfare office duties in Ms. Donna Muese's absence. Mr. Christensen said Ms. Muese has made other arrangements with the Henniker health officer. Chairman Petrain noted that at some point Mr. Christensen will receive training to assist the welfare officer when necessary.

TRACKING SYSTEM—Mr. Christensen outlined his public document tracking system and explained that he will add new information to the board's notebooks prior to each meeting. If all goes according to plan, motions, decisions and board actions will be tracked accurately each week following a meeting, he said. By looking through the minutes he will input the action items taken by the board. The tracking system, said Mr. Christensen, will eliminate the need for searching through volumes of meeting minutes to find a motion or record of a board action. He told the board he'll have all that information at his finger tips.

Selectman Kurk thanked Mr. Christensen and Ms. Merry Rice for their time and effort implementing this marvelous and organized tracking system.

BUDGET SUMMIT—Mr. Christensen gave the board an overview of the summit. He proposes the next summit be held at the old town hall. Groups will break-off into small groups to formulate ideas. Chairman Petrain said she was pleased with the turn out of the summit and she said Mr. Christensen did a fantastic job facilitating the summit. We had a lot of good input, she said.

WEBSITE—Mr. Christensen said Ms. Pelliteir did a marvelous job with the website and will meet with the board in the coming weeks to make another presentation.

SOUTH WEARE FIRE STATION—Mr. Christensen said the tanks are full of oil that the DPW director can use for town vehicles. Mr. Knapp will take the oil and empty the tank.

MANIFESTS—Selectman Chairman Laura Petrain made a motion to authorize the board of selectmen to sign manifests and order the treasurer to sign checks dated July 8, 2004 in the amount of: \$335,977.19 for accounts payable and \$32,192.12 for gross payroll at a total of \$368,169.31, motion seconded by Selectman Kurk, vote taken—motion passed unanimously.

Selectman Chairman Laura Petrain made a motion to authorize the board of selectmen to sign manifests and order the treasurer to sign checks dated July 15, 2004, in the estimated amount of: \$500,000.00 for accounts payable and \$30,000.00 for gross payroll at a total of \$530,000.00—Motion seconded by Selectman Reynolds, vote taken—motion passed unanimously.

NEW SOUND UNIT—the board discussed location and start-up procedure for the new sound system with Mr. Bohlin. The board thanked Mr. Bohlin for his time and effort.

1st NON-PUBLIC SESSION—8:15 P.M. (a) & (c)

Co-chairman Methot moved the board of selectmen to enter into non-public session at 8:15 p.m. pursuant to the authority granted in RSA 91-A:3 II (a) & (c). Chairman Petrain seconded the motion. A roll call vote was taken. Selectman Kurk, yes; Chairman Petrain, yes; Selectman Reynolds, yes; Co-chairman Methot, yes—motion passed unanimously. Robert Christensen attended this session. The co-chair excused the recording secretary from this session.

2. ADJOURNMENT ?

A True Record

Sherry Butt Dunham, Recording Secretary